

## MAINTENANCE SUPERINTENDENT

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### **DEFINITION**

Plans, organizes and manages maintenance operations in the Maintenance Division, including streets, storm drains, equipment maintenance, City buildings, and landscape areas; serves as a member of the City's management team, and participates in administrative planning and policy development related to maintenance services; and performs related work as required.

### **EQUIPMENT, METHODS AND GUIDELINES**

Uses Federal, State and Local codes, policies, and practices. Reviews and interprets city policies, procedures and resource manuals. Uses City vehicles, telephones, PC terminal, software, and calculators.

### **WORKING CONDITIONS**

Predominantly inside work with periodic exposure to job site maintenance and construction work. May coordinate work activities during emergency situations. May be required to work outside of normal business hours.

### **PHYSICAL DEMANDS**

The work emphasizes speech, hearing and vision. Inspection work involves standing, stooping, reaching, and lifting. May also involve heavy lifting in emergency situations.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Public Works and is accountable for the effective supervision of personnel and the quality of services directed. Exercises a full range of supervisory authority and provides supervisory support and control of skilled and semi-skilled maintenance and management personnel.

### **EXAMPLES OF DUTIES**

**Duties may include, but are not limited to, the following:**

Oversee and direct the daily operations of the Maintenance Division to provide efficient maintenance service within prescribed budget.

Develops, implements and coordinates divisional goals and objectives, policies and procedures.

Prepares, administers, and monitors the maintenance services budget, including submitting budgetary recommendations and anticipating future budgetary needs.

Develops long-range plans and objectives for the Maintenance Division; conducts a continuing review of activities to address and resolve problem areas and increase efficiency.

Participates in a variety of personnel actions including selection, promotion, conflict resolution, performance evaluation, discipline, and dismissal.

Reviews activity reports, monitors maintenance activities and inspects work while in progress and upon completion to ensure compliance with policy and standards.

Makes written recommendations regarding which projects should be contracted out and which should be performed by City staff; writes bid specifications and negotiates and writes contracts; may review and approve construction plans.

Investigates public complaints and requests related to maintenance activities and makes determinations on action to be taken. Responds to and resolves user complaints.

Coordinates activities of the division within the Public Works Department and other City departments and outside agencies.

Sets work priorities, coordinates and schedules assignments, and establishes goals and objectives. Develops plan for training and cross-training of subordinates.

Inspects building and field conditions for safety hazards and maintenance needs and considers findings in the development of work plans.

Supervises and participates in field activities during emergency situations.

## **QUALIFICATIONS**

### **Knowledge of:**

Modern management, supervision and organization principles and practices; public works maintenance administration; and budgetary methods and procedures.

Methods, materials, tools, equipment, and techniques used in street, storm drain, equipment, building, grounds and landscape maintenance activities.

Occupational hazards and related safety regulations.

**Ability to:**

Plan, develop, organize, and administer a comprehensive maintenance program.

Assist in the development of long-range plans for the City's maintenance functions.

Supervise, train and evaluate assigned personnel.

Analyze information and prepare written reports and recommendations.

Communicate effectively, orally and in writing.

Establish effective working relationships with employees, public officials, contractors and the general public in coordinating activities and resolving problems.

**Experience and Education:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years of increasingly responsible experience in facility management, building maintenance, landscape maintenance, street maintenance, construction or related field, including three years in a supervisory or administrative capacity.

**Education**

Completion of a bachelor's degree in construction technology, engineering, public administration, business administration, or related field.

**License or Certificate**

Possession of, or ability to obtain, a Class C California Driver's license and to maintain a good driving record.